

**Association of Pediatric Program Directors (APPD)
Request for Special Project Proposals: 2019**

The Association of Pediatric Program Directors' (APPD) Special Projects Program will provide financial support for projects that further the APPD's mission and strategic plan. Through the process, described below, the APPD may grant up to \$10,000 per selected project. The Board of Directors will determine the funds available for this program annually. The number of awards will be dependent on the funds available and the size of the grant requests of the selected projects.

The specifics of this program are as follows:

Sponsors and Investigators

The principal sponsor of any proposal submitted must be listed as one of the program representatives on the dues statement of one of the member programs of the APPD. A resident could be a principal investigator if sponsored by an APD or a PD at his / her program. The Program Director **must** be one of the investigators and participate in and support any approved project.

Award Conditions and Considerations

- Awards will be made with the condition that work begins by July of the same calendar year and is completed within twelve months.
- Awardees are encouraged to submit abstracts to the APPD Annual Spring Meeting for presentation in a workshop format, and to submit a manuscript for possible publication of their work. *APPD must be acknowledged on all presentations and publications resulting from the completed project.*
- Awardees are required to submit a progress report of the funded project to the APPD nine months after being awarded and upon completion of the project.
- Preference will be given to proposals that address one or more of the following areas:
 - Development of strategies to effectively teach and measure outcomes for the ACGME competencies
 - Development of curricular design, tools and strategies that promote self-directed learning
 - Development of strategies that enable training programs/curricula to be more effective and cost-effective
 - Development of strategies that facilitate curricular change (including evaluation methodologies) to assist Program Directors with preparation for ACGME Review Committee requirements and resident certification
 - Research that will contribute knowledge to the field of pediatric graduate medical education
 - Study of the process of evaluation and feedback for individual trainees, faculty and programs
 - Development of projects that improve faculty and resident teaching skills and expand professional development

- Development of projects that stimulate program innovation and collaboration across institutions
- Identification and evaluation of technology that may accomplish any of the above
- Collaborative projects originating from multiple programs

Funding

The awards will be one-time grants and multiple-year funding requests will not be considered. Preference will be given to those proposals that have the potential of leading to projects of a larger or longer-term nature, and those with a strong possibility for other funding support in the future.

Funding recommendations will be based on the results of the review by the Special Projects Review Panel. Prior to the spring meeting, the Board will approve funding awards for selected projects. The number of proposals approved and funded will be determined by the funds available for the given year. The awardees will be announced at the APPD Annual Spring Meeting.

Funding will be awarded as follows: one-half of the funding is provided when the award is made and the remainder of funding will be provided after the Special Projects Review Panel has received and reviewed the nine-month progress report.

Initial Proposals

Initial proposals must be received **by January 8, 2019** and must adhere to the following:

1. Include a cover sheet indicating title of project, name and contact information for principal sponsor.
2. The initial proposal must be no more than two single-spaced pages in length and must provide a brief overview of the project including main issue and importance, methods, evaluation, as well as the financial support requested. The proposal should include a background statement and describe the conditions necessary and present for the likely success of the project.
3. The budget request and details (one-page maximum) should not include overhead or salary support for project participants who are full time faculty. This budget request may not include computers, software, peripherals (such as mobile devices, printers, etc.), equipment, and/or other materials which are required for routine program operations. Incentives for participation in a survey, etc, will not be considered for approval and should not be part of the proposal.
4. A letter of support from the department chair of the principal sponsor's program (Same letter could be used for final proposal unless major modifications are made to original project).
5. Note: The budget explanation and letter of support are not counted as part of the two-page initial proposal.

Please submit initial proposals for receipt **by January 8, 2019** to:

APPD National Office
6728 Old McLean Village Drive
McLean, VA 22101
FAX: (703) 556-8729 ~ Email: info@appd.org

The Special Projects Review Panel will review the submitted initial proposals and identify those that warrant further elaboration. Those proposals so identified will be notified by **February 1, 2019**, and have a **February 25, 2019** deadline for submission of a full proposal.

Guidelines for Submission of Full Proposals

The Cover Page should include the following:

- Project Title
- Principal investigator
- Co-Investigators (one must be the Pediatric Residency or Fellowship Program Director)
- Contact information
- Amount Requested

Proposals should include an **abstract** (not to exceed one single-spaced page) which succinctly describes the proposed project, including: a concise statement of the project aims, the rationale and primary methods to be employed, strategies for evaluation, and project significance, namely how the proposed research will benefit the APPD membership and advance pediatric medical education. The abstract should serve as a concise and accurate description of the proposed work when it is separated from the other parts of the application. (The abstract does not count towards the 10-page proposal.)

Proposal Narrative:

The total length of this section must not be more than **10 pages, double-spaced, in 11 or 12 point type with one-inch margins**. The narrative should include and will be evaluated regarding the information below:

Background/Rationale (10 points): Background information or rationale for the proposed project, emphasizing how the proposed project is innovative and addresses the APPD's mission and strategic plan. Relevant published work should be discussed and cited.

Specific Aim(s)/Research Question (10 points): Include specific outcome objectives for the project.

Research Design and Methods (30 points): A clear description of how any data is to be collected and how it is to be organized to facilitate analysis. Feasibility of the project will also be evaluated.

Evaluation (20 points): The details of proposed analytic methods and statistical tools should be described. When applicable, please include a power calculation.

Project Significance (20 points): Please discuss how pediatric program directors will benefit from the products and/or results of your project.

Budget and budget narrative (10 points): This should include a description of the total expenditures for the project, as well as a breakdown for expenditures for which APPD funds are requested. Provide justification of how the expenditures are related and necessary to the performance of the project.

Appendices (does not count towards the 10-page limit)
Literature cited

*Biosketches for key project team members: (maximum 2 pages per person). For multi-site projects, please include the biosketch of key personnel at each site.

**We request NIH format for biosketches to eliminate the receipt of full CVs*